



CITY OF NEWPORT NEWS  
City Center at Oyster Point  
Wedding Permit Application



Return to: Department of Parks, Recreation & Tourism  
700 Town Center Drive, Suite 320  
Newport News, VA 23606

Attn: Liz Spence  
Phone: (757) 926-1457  
Fax: (757) 926-1455

Thank you for your interest in hosting an event at Newport News' City Center at Oyster Point. Any event that takes place at City Center under the jurisdiction of the City of Newport News requires a "Wedding Permit." The information requested by the Wedding Permit Application will be used to determine your eligibility for the permit requested.

This application must be fully completed, signed and forwarded to the City of Newport News Parks, Recreation & Tourism Department at least sixty (60) business days prior to the first day of the event, but not before December of the year preceding the event. Applications will not be considered without all the proper information, forms and fees. Please keep a copy of this application for your records. If approved, a finalized signed copy of the application as well as your event permit will be issued.

**There is a \$50 non-refundable application fee before processing.** Please make check/money order payable to the City of Newport News. **Additional fees may be applicable for cost recovery or other permits depending on your event. More information on fees, including the requirement to pay all fees due to the City prior to your event, can be found in the attached Application Agreement.**

In addition to obtaining a Wedding Permit, you may also be required to obtain separate permits for activities including, but not limited to: vending, food and/or alcohol service, and/or other government agencies. While the Parks, Recreation & Tourism Department will be happy to assist you with contact information, it is wholly your responsibility to obtain all permits required for your event.

**Please note: This application is not your Wedding Permit. Arrangements for your event should not be finalized until you receive your actual permit from the Parks, Recreation & Tourism Department. Under no circumstances may you hold your event without a Special Event Permit.**

**IDEMNITY PROVISION**

Permittee (applicant/organization) shall assume all risks in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the permitted activity or the conduct of permittee's operation. Permittee hereby expressly agrees to defend and hold harmless the City of Newport News, Economic Development Authority of the City of Newport News, VA, Newport News Town Center LLC, Northwestern Mutual Life Insurance Company, and Harvey Lindsay Commercial Real Estate, its officers, agents, employees, and representatives from any penalties for violation of any law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly or indirectly arising from any act or omission of said applicant or other sponsor in connection with said event.

Applicant Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

PR&T Representative Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

PR&T Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only: Date Application Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Approved: ☐ Yes ☐ No  
Date Insurance Received \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Fee Received \_\_\_\_/\_\_\_\_/\_\_\_\_  
Amount Received \$ \_\_\_\_\_ Permit # W- \_\_\_\_\_ Check # \_\_\_\_\_



**CITY OF NEWPORT NEWS**  
City Center at Oyster Point  
Wedding/Ceremony Permit Application



700 Town Center Drive, Suite 320 Newport News, VA 23606 Phone: (757) 926-1457 Fax: (757) 926-1460

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICANT INFORMATION**

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

➤ **On-Site** contact for Day of Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT INFORMATION**

Event Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Event Location (be specific): \_\_\_\_\_

Set-up times: \_\_\_\_ AM/PM - \_\_\_\_ AM/PM Breakdown times: \_\_\_\_ AM/PM - \_\_\_\_ AM/PM

Description and Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate whether the following items pertain to your event:

Amplified Music/Sound	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Street Closure	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Stages/Tents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vehicles/Trailers on site	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Electricity Needed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Water access Needed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dumpster Use	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Portable Toilets/Wastewater Containers	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered 'yes' to any of the previous questions please proceed to the corresponding section and describe. If you have answered 'no' to all of the following questions please proceed to the Application Agreement (final page).

**EVENT INFORMATION CONTINUED...**

**AMPLIFIED SOUND/MUSIC:**

Please indicate the start time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Sound Check Time: \_\_\_\_\_ AM/PM

**STREET CLOSURES:**

Please describe the reasons for a street closure, include a map of the route if closure is needed for a parade/walk/run:

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- ***All street closures/right of ways require a permit from Traffic Engineering Dept. as well as notification to HRT.***

**STAGING/TENTS:**

How many stages will be set up? \_\_\_\_\_ Please list their sizes: \_\_\_\_\_

Are you requesting the use of the large bandshell for your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

(Bandshell only available during the months of March- October.)

How many tents will be set up? \_\_\_\_\_

Do you rent or own these tents? \_\_\_\_\_ If renting, from where? \_\_\_\_\_

Please list their sizes: \_\_\_\_\_

- ***The City of Newport News Department of Codes Compliance states that any tent/building structure over 900ft.<sup>2</sup> must have a building permit.***

**ELECTRICITY AND WATER:**

The City of Newport News will provide access to multiple 120 volt power outlets as well as water. Generators for additional electrical needs may be needed for your event.

Will you be bringing in additional generators for electrical power? \_\_\_\_\_ Yes \_\_\_\_\_ No

If you checked "No" and your plan is to use only the provided 120 volt power outlets we require a City Electrician remain on site during your event. There is an additional service fee for this service (\$45.00 per hour).

**WASTE DISPOSAL AND RESTROOMS:**

You are responsible for your own trash disposal when using the venue. Additional trash receptacles are available for an additional fee. There are no restroom facilities available outside.

Please describe your clean up plan:

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Please list your plan for restroom facilities:

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**APPLICATION AGREEMENT:**

I agree to abide by the following rules/regulations:

1. All rental and other determined fees will be paid at least (30) business days prior to the event.
2. All leased property (Owned by City of Newport News, Economic Development Authority, and NAI Harvey Lindsay) will be left in the original condition as received, reasonable wear and tear expected.
3. Permanent property will not be removed from the premises.
4. Accepts responsibility for any damages which might occur during the period of use.
5. All trash/waste will be disposed of properly.
6. Any unbudgeted costs incurred by the City as a result of the event shall be accepted and paid in full (and in advance, as applicable) by the sponsoring individual or organization.
7. Observe and comply with all laws, rules, and regulations of the federal, state and city governments governing operations and conduct on City property.
8. This agreement may be terminated by the City of Newport News at any time upon finding of a violation of any rule, regulation, ordinance and condition of the permit or upon good cause shown.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_



CITY OF NEWPORT NEWS  
City Center at Oyster Point  
Site and Equipment Rental Fees



### CITY CENTER USAGE FEES

The following rental fees apply for usage of designated event areas in City Center at Oyster Point: *(Please see attached map showing location of each area)*

- **FOUNTAIN PLAZA**  
\$500.00/day     \$900.00/2 days  
(access to the entire Fountain Plaza area and adjacent city sidewalks)  
*\*Usually for events with attendance  $\geq 500$*
- **FOUNTAIN COURT**  
\$350.00/day     \$600.00/2 days  
(access to main stage area, North Plaza Court and adjacent city sidewalks)  
*\*Usually for events with attendance  $\leq 100$*
- **FOUNTAIN GAZEBO**  
250.00/day     \$400.00/2 days  
(access to the Fountain Gazebo)  
*\*Usually for events with attendance  $\leq 100$*
- **NORTH PLAZA/SOUTH PLAZA**  
\$200.00/day     \$300.00/2 days  
(access to either North Plaza located next to the LFCU building, or the South Plaza located across the street from Aromas and adjacent city sidewalks)  
*\*Usually for events with attendance  $\leq 150$*
- **PUBLIC SIDEWALKS IN CITY CENTER**  
\$50.00/day     \$500/flat fee for reoccurring events  
(only for events that take place on private property and overflow onto city sidewalks)

### EQUIPMENT USAGE FEES

The following equipment may also be made available for rental:

- Crowd Control Barriers (6')     \$15.00 each
- Snow Fence(temporary fencing)     \$50.00 flat fee
- A-Frame Signage Boards     \$5.00 each

### EVENT SECURITY DEPOSIT

A refundable security deposit of \$250.00 is due upon the approval of your event. This deposit will be used in the event of damage to the facility or grounds and/or extra clean up required.

### GUIDELINES

All fees must be paid at least thirty (30) business days before the date of your event. Unpaid fees may result in the cancellation of your event. Checks or money orders should be made payable to the City of Newport News.

## DESIGNATED EVENT SPACE

